

SENIOR PUBLIC WORKS INSPECTOR

DEFINITION:

Under the general direction of a Senior Civil Engineer, makes field inspections on a variety of public and private construction projects to ensure conformance with approved plans, specifications and departmental regulations; performs land surveys using current methods; supervises and/or coordinates the work of contract and lower level inspectors; performs minor drafting work and other office and field work related to engineering.

CLASS CHARACTERISTICS:

Under general supervisor and direction, incumbent will interpret, analyze, identify and review public/private construction projects for conformance to established engineering principles. Incumbent must be able to successfully deal with developers, contractors and property owners in a variety of face-to-face situations. This classification is distinguished from the Public Works Inspector classification due to the lead role required to supervise and/or coordinate the work of contract and lower level inspectors.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Make detailed and continuous inspections of materials and methods used in the construction of streets, sewers, sidewalks, utilities, gutters, storm drains, traffic signals, subdivision improvements and other public works projects.
2. Supervise and/or coordinate the work of contract and lower level inspectors.
3. Interpret and enforce construction plans and specifications and submits progress reports on both public and private construction projects.
4. Perform all functions incidental to public works inspection, make final inspections and prepare formal reports for the acceptance of completed construction.
5. Identify location of various appurtenances on plans.
6. Perform land and site surveys.
7. Inform and deal with affected property owners regarding inconveniences or simply to answer related questions.
8. Investigate, respond to, and resolve complaints arising from construction activity.
9. Make field changes and decisions to improvements plans.
10. Review and plan check improvement plans.

11. Obtain bids and award basic projects.
12. Coordinate and schedule inspector staff meetings.
13. Conduct building and electrical inspections on public works projects as needed.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Recommend progress payments during the construction period and final payment after the job is finished.
2. Assist staff engineers with needed drafting assignments for various projects.
3. Perform related work as assigned.

QUALIFICATIONS:

Knowledge of:

1. Applicable City, County, State and Federal laws, codes, ordinances, and regulations regarding public and private construction projects.
2. Principles, methods, materials, equipment and safety hazards of construction.
3. Mathematics including algebra, geometry and trigonometry as applied to public works inspection.
4. Soil mechanics, geology, soil sampling and testing methods.
5. Land and construction site survey methods.
6. Construction definitions and terms used on construction plans and other related documents/materials.

Skill in:

1. Reading and interpreting construction plans and, specifications for both public and private construction plans.

2. Performing mathematical calculations in determining compliance of construction plans and specifications.
3. Detecting and locating faulty materials and/or construction techniques to eliminate possible problems.

Ability to:

1. Maintain cooperative relationships with the general public, engineers, developers and contractors under difficult circumstances.
2. Exercise sound independent judgment within established guidelines.
3. Supervise and coordinate the work of in-house and contract inspectors.
4. Organize and facilitate inspector staff meetings.

JOB REQUIREMENTS:

1. Possession of a valid California Class C driver's license (or ability to obtain one prior to appointment) in compliance with adopted City driving standards.
2. Graduation from high school or the equivalent.
3. Three years of journey level experience with a municipal agency in any combination of: 1) plan checking; 2) sub-professional engineering work; of 3) inspection of construction work in progress.
4. Willingness to work out-of-doors in varying weather conditions.
5. Must be capable of sustained walking, lifting, standing and climbing.

OTHER QUALIFICATIONS:

1. College level course work in drafting, construction management, estimating or inspection, civil engineering or land surveying is highly desired.
2. Prior work experience in a supervisory or lead capacity is highly desired.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Automobile

2. Hand tools
3. Measurement equipment
4. Reports, forms, pencils and pens
5. Computer monitor, keyboard and printer
6. Copy machines
7. Fax machines
8. Calculator
9. Telephone

PHYSICAL DEMANDS:

1. Mobility
2. Walking
3. Speaking/hearing
4. Driving
5. Seeing
6. Sitting/standing
7. Climbing
8. Manual dexterity
9. Speed in meeting deadlines
10. Lifting up to 50 lbs.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: normal office conditions, 60% of the time
Travel: varying conditions, 40% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

Field Conditions:

1. Outdoors: varying weather conditions, all climates
2. Noise level: varying low to high equipment noise
3. Flooring: grass, dirt, rock, asphalt, stairs, etc.
4. Dust: normal outdoor, to high outdoor levels
5. Hazards: Working at developed and undeveloped sites, in various stages of construction. Possible hazardous electrical, and/or chemical exposure.